

**ICAR-NATIONAL RESEARCH CENTRE ON EQUINES,
SIRSA ROAD, HISAR (HARYANA)**

WALK-IN-INTERVIEW

Walk-in-Interview for hiring of Ex-serviceman from military and para military forces as Security Personnel (17 nos. without arms) purely on temporary and bilateral contract will be held on 15.03.2024 at 11:00 AM at NRCE Hisar. For details, visit NRCE website <http://nrce.gov.in>


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**ICAR-NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR-125 001 (HARYANA)**

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Website: <http://nrce.gov.in>

F. No. 19-99/Contract/2024

Dated: 04.03.2024

Terms & conditions for hiring of security personal

1. Walk-In-Interview is only for Ex-Servicemen from Military and Para-Military forces not more than the age of 60 years. At the time of interview you may bring original documents with copies of discharge book, proof of residence and application form with affix a recent passport size photograph.
2. The above work contract is purely on contractual and bi-lateral basis. Initially, the work contract will be for a period of one year, but may be extended further based on performance of the work.
3. An amount of Rs.18434/- (Rupees eighteen thousand four hundred thirty four only) will be paid per month in the form of **consolidated monthly package** on submission of monthly bill of services rendered and may be enhanced as per the revision in the rates defined by Ministry of Labour and Employment subject to the satisfactory performance of work under the above work contract.
4. In case of selection you will have to enter into an agreement (Enclosed) as per ICAR norms on a Non-Judicial stamp paper of Rs.100/- within the three days of acceptance.
5. **Minimum qualification:** Candidate should be Ex-serviceman only as stated above.


Asstt. Administrative Officer (P)

APPLICATION FORM FOR HIRING/OUTSOURCING OF SERVICES FOR SECURITY WORK AT
ICAR-NRCE, HISAR ON BIOLATERAL CONTRACT BASIS

Photograph

1.	Name of candidate	
2.	ESM-Number & Rank	
3.	Father's Name	
4.	Date of Birth	
6.	Date of Enrolment	
7.	Date of retirement/ discharge	
8.	Reasons for release/discharge	
9.	Trade in service	
10.	Permanent Address	
11.	Postal/Present Address	
12.	Qualifications (passed)	
13.	Present Employment if any	
14.	Remarks, if any	

I declare that above mentioned information is true as per my best knowledge.

Date:

Signature

Name:

AGREEMENT
(Specimen Copy)

Article of Agreement made this day, the ____ , 2024 between (Name and address of the ESM) (The first party) and the Director, ICAR-NRCE, Hisar (Designation of hiring authority representing the Institute) the second party.

Whereas the second party has agreed to hire services of first party for Security Service at ICAR NRCE, Hisar in short Security Service on contract basis for the ~~Institute program~~ funded fully/~~substantially~~ by ICAR-NRCE and the first party has agreed to provide these services to the second party in that capacity for the period of **one year** on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. PERIOD OF CONTRACT:

- I. The period of contractual appointment shall be one month from date of joining.
- II. The period of contract can however be extended by mutual consent for a period of not more than one year at a time but will not in any case exceed five years in all or the date on which the plan scheme/project closes, whichever is earlier. In case of external funding for project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by second party to the first party.

2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:

- I. The first party will present himself at the place and time designated by the second party and render services to the second party broadly designated as security service and described in detail in a job chart attached as Annexure- (A) to this agreement.
- II. In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs.18434/- (Rupees eighteen thousand four hundred thirty four only) per month.

3. RAISING OF BILLS AND PAYMENT FOR SERVICES RENDERED:

- I. Monthly package amount shall be paid only on submission of monthly bill of service rendered to the satisfaction of second party or his/ her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment up to 15th of the following month.

4. OTHER TERMS AND CONDITIONS:

As per annexure- A&B.

5. ANNUAL REVISION:

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an amount as per the revision in rates defined by Ministry of Labour and Employment.

6. ACTION AGAINST FIRST PARTY:

- II. Any misconduct on the part of the first party, if proven, after an enquiry by second party. Shall entitle second party to terminate services of first party.
- III. Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

7. TERMINATION OF CONTRACT:

- I. The contract can be terminated with notice of one month on either side or by depositing/paying one month's package /contract amount in lieu of notice.

- II. Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc.
- III. The agreement/Contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulate date. First party will not be entitled for any claim for services rendered after expiry of stipulated date of contract.

8. STANDARDS OF SERVICE:

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. GENERAL:

This contract is issued on the understanding that all the information given by the first party in his application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

()
Signed by First Party
by Authorized signatory

()
signed by the Second party

Name:
Address:
Dated:

Name:
Address:
Dated:

WITNESS
Signature
Name:

WITNESS
Signature
Name:

Address:

Address

Brief description of Security Service required**Area to be covered by the Security Agency Round the Clock.**

Sr. no.	Points	Description of Work
1.	Main Gate	Opening & Closing of Gate, registration of visitors/ guests/ vehicles, issue and receipt of entry pass to visitor, proper checking of vehicles/ items going out of campus with proper gate pass, watch & ward and any other related work.
2.	Main building Complex	Complete watch and ward of main building, ATIC Building, BSL-3 Building, Generator/ Power rooms, vehicles in parking, lawn area (including plants & flower pots, CIRB side gate and any related work.
3.	Guest House & Director Residence Complex	Complete watch & ward of guest house, Director Residence Complex and any other related work.
4.	Animal Shed Complex Area & Post Mortem Complex	Complete watch and ward (including patrolling) of indoor/ outdoor complexes including labs, animal paddocks, farm stores, chaff cutter room, clinical examination hall, plants & vegetation in Animal Shed Complex & Post-Mortem complex. Reporting to security officer immediately if any sickness/ foaling observed in farm animals and any other related work.
5.	VTCC Campus	Complete watch and ward of VTCC building, vehicles in parking, lawn area (including Plants & Flower pots), both gates, boundary wall and residential quarters and any other related work.

Any other work assigned by the In-charge Security Services /superiors

OTHER TERMS AND CONDITIONS OF ENGAGEMENT OF
FIRST PARTY

- (i) Leave: 20 days leave in a calendar year shall be allowed to first party on proportionate basis e.g. if first party joins on 1st July than he/she shall be allowed 10 days leave. Similarly, if he /she is appointed from 1st December, then he/she shall be allowed leave of ½ day only. Leave shall accrue on monthly basis. However, second party can permit use of leave to accrue during a calendar year only in advance for deserving reasons. Un-availed leave shall stand lapsed at the end of calendar year.
- (ii) Maternity Leave: Maternity leave up to two months each for maximum two children would be admissible to female employees.
- (iii) Permission for leaving Headquarters: First party will not leave headquarters without prior permissions of second party or his/her authorized in this regard.
- (iv) Travelling Allowance: In case of tour as directed by second party, first party shall be eligible for travelling allowance as under :
 - (a) Travel Cost: First party shall be provided reimbursement of travel cost on production of tickets of 2nd class train/bus .
 - (b) Daily Allowance: The first party shall be allowed daily allowance at the rate of Rs.0.75% of salary per day.
 - (c) Local Transport: Rs.3/- per km from office/residence to Bus/Railway station & Vice versa while on tour.
- (v) Annual Appraisal : An annual Appraisal Report will be prepared by second party on the basis of monthly report, which shall also form basis of extensions of agreement period shall be under condition No.1 and annual revision under condition No.5 of the Agreement. Proforma for appraisal report may be prescribed by Director of the Instt.
- (vi) First party shall not be entitled for any Government accommodation.
- (vii) First party shall not be entitled for any regularization or any special preference in regular recruitment.
- (viii) First party shall not be provided any loans and advances by the second party.
- (ix) No bonus shall be payable to first party.
- (x) No terminal leave shall be admissible on termination of the contract.
- (xi) TDS on income, if due shall be recovered from package payable to first party.

General Conditions , ethics and observance :

- (a) The first party shall observe general satisfactory conducts and ethics at the level expected under order/rules and instruction issued by higher authorities/second party.
- (b) The first party shall be non transferable.
- (c) The first party will not accept any full time /part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the 2nd party.
- (d) All manufacturing or construction department / organization / consultancies etc, with which the first party might be associated with, will not be eligible to participate in building for any goods or works/consultancy etc. resulting from or associated with the project of which this party assignment forms a part.
- (e) In case uniform/ livery is compulsory, the first party will comply the instructions, which no extra payment will be made by second party.
- (f) Since security services are essential services, office holidays will not be applicable to the personnel employed.
- (g) No security point is to be left unguarded at any time, hence, the security guard on duty will leave the point only after the reliever joins the duty.